



## **Peace Corps Nepal**

### **Office Space Requirements Document**

**Date: June 8<sup>th</sup>, 2020**

#### **Introduction:**

Peace Corps/Nepal is a field office of the U.S. Peace Corps. The U.S. Peace Corps is a U.S. government agency headquartered in Washington, DC. Peace Corps was founded in 1961 and currently operates in more than 60 countries worldwide. Peace Corps sends Americans abroad to tackle the most pressing needs of people around the world. Peace Corps Volunteers work at the grassroots level toward sustainable change that lives on long after their service—at the same time becoming global citizens and serving their country. When they return home, Volunteers bring their knowledge and experiences—and a global outlook—that enriches the lives of those around them.

The Peace Corps/Nepal program began in 1962 and operated continuously in Nepal until 2004 when it closed for safety and security reasons. Peace Corps/Nepal restarted operations in 2012 and has current offices located at Maharajganj, Chakrapath. The reopened program started with a group of 20 Volunteers has now grown to 120 plus in 2020.

As a result of the current and planned growth, Peace Corps/Nepal needs will outgrow its current office space and is looking for a potential new location. This document provides the requirements for Peace Corps/Nepal office.

#### **General Requirements/Location:**

- a) Located in secure neighborhood
- b) Easy accessible by Peace Corps Volunteers coming to Kathmandu to reach by public transportation or walking (most will arrive to the bus park in Gongabu or to Tri Devi Marg and/or Lainchaur via a tourist bus.)
- c) Located 4 km or less from the U.S. Embassy, Maharajgunj Chakrapath highly desirable
- d) Located on a paved road or a road with easy accessibility to a paved, main road (Ring Road or similar is considered a main road).

#### **Office Space Requirements**

- a) 8,000-10,000 square feet of usable space/ floor area.
- b) Parking for 15- 18 vehicles and 15 – 20 motorcycles;
- c) Office space for up to 35 staff (about 20 - 25 individual rooms)
- d) Includes reception area
- e) Ability to include locked and secure cashier cage
- f) Includes at least 2 meeting rooms, one with a capacity of 3 people and another for up to 10.

- g) Ability to develop a segregated medical unit (lockable) that includes 2 examination rooms, a sick room, a restroom, 1 waiting room, and 1 medical storage area.
- h) A space for a Volunteer lounge/resource center of about 400 square feet.
- i) Includes at least one employee kitchen/break room
- j) Includes at least three sets of male/female restrooms in addition to the one in the medical unit
- k) Should have adequate storage space – about 1000 sq. ft.

### **Compound Requirements**

- a) The office location is preferred to be on an independent compound, however the commercial building meeting US Embassy security and seismic standard can also be considered.
- b) The compound must include a guard/inspection station
- c) Entry must include both a foot/pedestrian entry and a vehicle entry with sufficient area to include a vehicle inspection station just inside the vehicle gate.
- d) The boundary wall should be at least 6 feet high with additional 3 feet anti climb fence.

### **Seismic Standards Requirements**

- a) Building should have an earthquake resistance structure and should pass seismic assessment.
- b) Any occupied buildings must be either of Damage Grade (DG) 3 or DG-2 standard or be able to be retrofitted at an appropriate timeframe during build out.

### **Electrical Requirements**

The building should have or should be able to upgrade to the following specifications.

- a) Own transformer or NEA city line connection with at least 60KVA 3 phase power supply.
- b) The main distribution board should have at least 63 AMP 3 phase capacity.
- c) There should be sufficient electrical outlets rated at 20 and 30 AMPs with appropriate size cabling to support household appliances and A/C units.
- d) Sufficient compound space for a generator and fuel tank.

### **Other Requirements**

- a) The underground water tank should have at least 15,000 liters capacity
- b) The overhead water tank should be at least of 4,000 liters capacity
- c) There should be solar water heater installed for hot and cold water
- d) The building should have proper drainage system
- e) Elevator facility if the building is more than 3 storey
- f) Emergency exit in case of disaster

Any questions regarding the Requirement document may be addressed to the person mentioned below.

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Please submit the proposal to above mentioned address by 4:00 PM on June 17<sup>th</sup>, 2020 with the property description meeting above mentioned criteria.